

*approved*

**ADMINISTRATIVE-INTERNAL USE ONLY**

**EYES ONLY**

ORD-5638-72

25 September 1972

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -  
25X1A9a [REDACTED]

25X1A9a

1. It is recommended that [REDACTED] be promoted from GS-5, step 2 to GS-6, step 1. She is currently assigned to and is very capably performing the duties of the Junior Secretary GS-6 position for Biological Sciences Division/ORD.

25X1A9a

2. [REDACTED] entered on duty with the Agency in July 1969 and was assigned to ORD in September 1969. She joined BSD/ORD in August 1971.

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3. [REDACTED] has adapted herself extremely well to the operations of the Division and has become an increasingly valuable asset. She performs her many duties with a minimum of supervision. She is highly motivated toward becoming a professional secretary and has taken the Secretarial Techniques training course and has applied for Records Management training. When required, [REDACTED] very ably substitutes for the Division Senior Secretary. I believe [REDACTED] has demonstrated through very competent performance that she is ready for and deserves this promotion to the GS-6 position she has filled for more than a year.

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25X1A9a

[REDACTED]  
Chief, Biological Sciences Division  
Office of Research and Development  
DD/S&T

25X1A9

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RECOMMEND APPROVAL

\_\_\_\_\_  
Chairman, Special Panel, ORD

\_\_\_\_\_  
Date

APPROVAL:

\_\_\_\_\_  
Director of Research and Development

\_\_\_\_\_  
Date

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